

# **Microsoft® Office Access® 2010: Level 3 (Second Edition)**

## **Course Specifications**

**Course number:** 084308

**Course length:** 1.0 day(s)

**Certification:** MOS: Microsoft Office Access 2010 Exam 77–885

## **Course Description**

**Course Objective:** You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Target Student:** This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

**Prerequisites:** To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge is recommended:

- Microsoft® Office Access® 2010: Level 1 (Second Edition)
- Microsoft® Office Access® 2010: Level 2 (Second Edition)

## **Certification**

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

## **Course Objectives**

Upon successful completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create macros.
- Customize reports by using various Access features.
- Maintain your database using Access tools.

# **Course Content**

## **Lesson 1: Structuring Existing Data**

- Topic 1A:** Restructure the Data in a Table
- Topic 1B:** Create a Junction Table
- Topic 1C:** Improve the Table Structure

## **Lesson 2: Writing Advanced Queries**

- Topic 2A:** Create Sub queries
- Topic 2B:** Create Unmatched and Duplicate Queries
- Topic 2C:** Filter Records Using Criteria
- Topic 2D:** Summarize Data Using a Crosstab Query
- Topic 2E:** Create a PivotTable and a PivotChart

## **Lesson 3: Simplifying Tasks with Macros**

- Topic 3A:** Create a Macro
- Topic 3B:** Attach a Macro
- Topic 3C:** Restrict Records Using a Condition
- Topic 3D:** Validate Data Using a Macro
- Topic 3E:** Automate Data Entry Using a Macro

## **Lesson 4: Creating Effective Reports**

- Topic 4A:** Include a Chart in a Report
- Topic 4B:** Print Data in Columns
- Topic 4C:** Cancel Printing of a Blank Report
- Topic 4D:** Publish a Report as a PDF

## **Lesson 5: Maintaining an Access Database**

- Topic 5A:** Link Tables to External Data Sources
- Topic 5B:** Manage a Database
- Topic 5C:** Determine Object Dependency
- Topic 5D:** Document a Database
- Topic 5E:** Analyze the Performance of a Database

## **Appendix A: Microsoft Office Access 2010 Exam 77–885**